



**BRASENOSE COLLEGE AND ST JOHN'S COLLEGE,  
AND  
THE FACULTY OF HISTORY, UNIVERSITY OF OXFORD**

**TUTORIAL FELLOWSHIP IN EARLY MODERN HISTORY  
WITH TITULAR UNIVERSITY LECTURERSHIP (CUF):  
FURTHER PARTICULARS**

## **I GENERAL**

Brasenose College and St John's College, and the Faculty of History of the University of Oxford welcome applications for a Tutorial Fellowship in Early Modern History from 1 October 2011 or as soon as possible thereafter, to be held in conjunction with a Titular University Lecturership (CUF). The post is advertised as a result of the impending retirement of Dr Martin Ingram from this post at the end of September 2011. The person appointed will be an Official Fellow of Brasenose College and a Lecturer at St John's College.

In making this appointment, the Colleges and the University share the goal of developing and strengthening the teaching and research capacities and capabilities of both the Colleges and the Faculty of History, as well as contributing, more generally, to the goal of maintaining Oxford University as a leading centre for teaching and for research in the subject.

The post is for a specialist in transnational/global history 1500-1700, with a research interest in Asia, the Atlantic, or the Middle East, and their relations with Europe. The aim of the post, which has a new focus, is to build on the Faculty's existing strengths in late modern imperial, global and transnational history, and to extend them back in time, as part of the Faculty's commitment to developing global history in all periods. The successful applicant will be expected to be able to offer tutorials to undergraduates across a range of early modern courses. He or she will be expected to contribute to undergraduate teaching on some of the outline papers and one or more specialised courses in early modern history; and to papers exploring historiography, historical theory, and historical methodology. Candidates should thus be able to teach the courses listed below and will be encouraged to develop one or more new specialist courses at undergraduate and graduate level in the field of early modern global history in conjunction with other interested postholders.

**I. College tutorials and classes** (averaging a maximum of 8 hours per week across the teaching year) in the following papers:

*Preliminary examination*

- Outline paper British History IV, 1500-1700
- Outline paper General History III, 1400-1650, Renaissance, Recovery and Reform
- Approaches to History (in conjunction with others)

### *Final Honours School*

- **One of** outline papers General History VIII, 1500-1618; or General History IX, 1600-1715; or General History XV, Britain's North American Settlement to Independence, 1600-1812
- Disciplines of History (in conjunction with others)
- The supervision of final year BA students' compulsory theses which fall into his/her field of expertise.

### **2. Faculty lectures and classes** (a maximum of 16 lectures or classes a year in total):

- Lectures in Prelims General History III (contributing to lecture circus)
- Contributions to Master's teaching on one or more of the following programmes: MSt in British and European History; MSt in Imperial and Global History; MSt in US History.

Outline descriptions of the early modern courses currently taught can be accessed on the faculty website from:

<http://www.history.ox.ac.uk/currentunder/index.htm> (undergraduate)

and

[http://www.history.ox.ac.uk/postgrad/pg\\_papers.htm](http://www.history.ox.ac.uk/postgrad/pg_papers.htm) (graduate)

**Note that** the remit of a General History paper is normally taken to include both European (excluding the British Isles) and wider world history

### **3. Graduate supervision:**

The successful candidate will also be expected to supervise MSt and eventually doctoral students in their research area.

### **Selection Criteria**

The formal selection criteria for the post are as follows:

- i. An established research and publication record of a standing appropriate to the stage of the candidate's career, with evidence of or, exceptionally, evidence of potential for producing, distinguished research within the broad field of early modern History, and the intention to continue researching and publishing;
- ii. Ability to provide excellent tutorial teaching within the field of appointment as outlined above;
- iii. Ability to give lectures and classes;
- iv. Ability to act as an examiner;
- v. Ability to supervise graduate students at the highest level;
- vi. Ability and willingness to undertake College and University administration and to co-operate in College and University affairs;
- vii. Ability and willingness to undertake pastoral responsibilities.

The qualities that we are seeking therefore include:

- i. Scholarship of the highest quality that demonstrates innovation and the capacity to select appropriate problems through a good knowledge of an important research area; a proven ability to bring advanced research projects

- to fruition; excellent presentation skills; the ability to contribute to a research community;
- ii. A broad knowledge of History;
  - iii. An understanding of the learning needs of graduate and undergraduate students and how to address them;
  - iv. Excellent communication skills;
  - v. Excellent interpersonal skills;
  - vi. Excellent organisational skills, and personal initiative;
  - vii. Sympathy for the nature and aims of the Colleges; and willingness to participate in and assist their collegiate life and government.

The appointment committee recognizes that candidates can contribute to these goals in many different ways and will use its professional judgment, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the needs of the Faculty and the Colleges. It will take a particular interest in the likelihood that the candidate will produce research and teaching of a high standard.

## **About Brasenose College and St John's College**

### **BRASENOSE COLLEGE**

The present foundation, dating from the sixteenth century, has a direct and unbroken connection with Brasenose Hall, which existed at least as early as 1262. The College was founded in 1509 by William Smyth, Bishop of Lincoln, and Sir Richard Sutton, Kt, of Prestbury in Cheshire, and has just celebrated its Quincentenary.

Brasenose was one of the first colleges to admit women as well as men and is open to graduates as well as undergraduates. Generous gifts and bequests over the centuries enable the College to offer scholarships and other awards for undergraduate and graduate study. The College currently has approximately 350 undergraduates and around 200 graduates. Most of the undergraduate subjects on offer at Oxford University can be studied at Brasenose College.

There are 41 Fellows on the Governing Body. Three of these hold statutory Professorships, and two hold Professorial Fellowships. The Camden Chair of Ancient History, recently vacated by Professor Alan Bowman (Acting Principal) is linked to Brasenose.

Full information about the College is available on the College website: [www.bnc.ox.ac.uk](http://www.bnc.ox.ac.uk)  
Full information about Oxford University can be found at [www.ox.ac.uk](http://www.ox.ac.uk).

### **ST JOHN'S COLLEGE**

Founded in 1555, St John's College is among the older of the thirty-six colleges of Oxford University. Like all the colleges, it is an independent, self-governing establishment which functions both as an academic institution and as a social and residential centre for its members. The College currently has approximately 400 undergraduate and in excess of 200 graduate students. Most of the subjects on offer at Oxford University can be studied at the College.

Among the fellows of the College are approximately 34 Tutorial Fellows, 9 Professorial Fellows and 18 Junior Research Fellows at any one time. All Fellows and some other staff are members of the Senior Common Room, which provides dining and social benefits. The governing body of the College, which has overall responsibility for all aspects of the running of the College, comprises the President (the head of the College) and approximately 50 Fellows.

## **History at Brasenose and St John's**

### **BRASENOSE COLLEGE**

The College has a strong tradition in History. The successful candidate will be one of two Official fellows. The other Official Fellow is Dr Abigail Green, whose research is in nineteenth-century European history. In addition, Dr Lesley Abrams, an Official Fellow of Balliol College, teaches early medieval history, and Dr Rowena E. Archer, a Supernumerary Fellow of Brasenose College, teaches later medieval history. They work closely with the Official Fellow in ancient history, Dr Ed Bispham. In addition, Professor Francis Robinson, a Senior Golding Fellow, is a specialist on the history of Islam, with a particular interest in South Asia.

Brasenose currently admits approximately 10 undergraduates a year to read History and the Joint Honour Schools of Ancient and Modern History, History and Economics and History and Politics. One or two undergraduates are usually admitted to read History and Modern Languages as well. The College also has a number of very good graduate students reading for the M.St and DPhil in both ancient and modern History.

### **ST JOHN'S COLLEGE**

St John's College enjoys a strong reputation throughout Oxford and beyond for the teaching of History and research into a variety of historical fields. There are two Official Fellows in History: Dr William Whyte, who teaches British and European history since 1700, and Dr Hannah Skoda, who teaches medieval history. There are currently two Junior Research Fellows: Dr Richard Allen, who works on Anglo-Norman history, and Dr Jan Hennings, whose research is on early-modern Russia. There are also two Senior Research Fellows: Dr Ross McKibbin, who writes on twentieth-century Britain, and Dr Malcolm Vale, who has written widely on late-medieval Europe. The successful candidate would join this team as a lecturer.

The College's undergraduate History community usually numbers around 20 undergraduates studying History as a single subject, with a further 20 Joint School students. The Joint Schools offered at St John's College include History and Modern Languages, Ancient and Modern History, History and Economics, History and English, and History and Politics. The history tutors work closely with their colleagues in the relevant disciplines. In addition, there are around 15 graduate historians. The History tutors at both Colleges collaborate in the teaching of some courses – especially in Disciplines of History.

Web pages for the Colleges' academic staff may be found at [www.bnc.ox.ac.uk](http://www.bnc.ox.ac.uk) and [www.sjc.ox.ac.uk](http://www.sjc.ox.ac.uk)

## The Faculty of History

The History Faculty in Oxford is the largest History Faculty in the United Kingdom, and one of the largest in the world, with expertise in almost all areas of historical study. It has a distinguished international reputation for its scholarship and its teaching of undergraduate and graduate students, and was rated second among UK History departments in the 2008 RAE. It has particular strengths in the History of the British Isles, Continental Europe, the Americas, China, and the Commonwealth. Among the many special areas of interest to Faculty members are: political history, social and cultural history, economic history, religious history, intellectual history, and war studies. Within the History Faculty there is also a Department of the History of Art, and a Wellcome Unit for the History of Medicine. In addition to Faculty post-holders, there are large numbers of other scholars involved in historical research and teaching in Oxford's colleges, museums and libraries.

Research in the Faculty is focused around, and facilitated by, seven formal research centres and twenty informal research clusters. Research centres provide focal points for major individual and collaborative research projects, and for the organisation of conferences and workshops, and can call upon administrative support from within the Faculty. The centres with an early modern focus include the Centre for Early Modern British and Irish History [CEMBIH] (see [http://www.history.ox.ac.uk/research/clusters/early\\_modern\\_britain/index.htm](http://www.history.ox.ac.uk/research/clusters/early_modern_britain/index.htm)) and the Modern European History Research Centre [MEHRC], which acts as the hub for a wide-range of collaborative and individual research activity (see <http://www.history.ox.ac.uk/mehrc/index.htm>). Research clusters support weekly or fortnightly seminars, which have provided the contexts and stimulus for the preparation and writing of many publications by Faculty members. There is also considerable potential for interaction with colleagues based outside the Faculty, who have historical interests and expertise in cognate areas. As well as the Oriental Institute (<http://www.orinst.ox.ac.uk/>) and the Rothermere American Institute (<http://www.rai.ox.ac.uk/>), the University has a number of regional studies centres based at St Antony's College (<http://www.sant.ox.ac.uk/index.html>),

For historians Oxford's library facilities are among the best in the world. The centre-piece of the Oxford library system is the Bodleian, a copyright library with more than six million books. In addition there are many subject-specific libraries: the History Faculty Library, the Taylor Institute Library (modern European languages and literature), the Sackler Library (History of Art, Ancient History, and Archaeology), the Wellcome Library (History of Medicine), the Radcliffe Science Library, the Oriental Institute Library, and the Social Science Library. All Colleges also have their own libraries.

The undergraduate History course in Oxford begins in the year 285 and continues to the present day. The large numbers of post-holders within the Faculty, the additional college teaching staff, and the University's exceptional library resources, all support the provision of undergraduate courses in History and the Joint Schools which are unparalleled in terms of their chronological and geographical breadth. Undergraduates can choose between more than ninety different papers in British, European and extra-European History. Outline papers

are taught primarily through tutorials; more specialist papers through tutorials and small seminars. Lectures or classes are provided for all papers.

The Faculty ensures that the undergraduates range broadly, both geographically and chronologically, during their studies. In History all undergraduates study at least two different periods of British History, as well as two papers from General History (the rubric under which European (excluding the British Isles) and wider world history fall). When choosing these outline papers they must take at least one paper from each of the medieval, early modern, and modern periods. Although subject to slightly different requirements, Joint Schools students also range widely across historical time and space.

The Faculty is also concerned that students should learn to think comparatively and methodologically. This is achieved through papers in Historiography, Approaches to History, and Disciplines of History, in which the cross-fertilisation between History and other disciplines is explored. In History and Modern Languages a 'Bridge' essay encourages students to investigate the relationship between literature and history.

Another key dimension of the Oxford history degree is the emphasis placed on close reading and analysis of contemporary source materials. Students take one paper each year that is predicated on the study of original texts (Optional, Further and Special Subjects in the 1st, 2nd and 3rd years respectively). This text-based approach to the study of history culminates in the third-year dissertation. Undergraduates are examined at the end of their first year (Preliminary Examination) and third year (Finals).

Oxford's unrivalled teaching and research resources mean that the History Faculty attracts a large number of high-quality graduate students to work in an extended range of fields. Graduate students come to study degrees of different lengths and structures. These range from taught one-year (MSt or MSc) and two-year (MPhil) degrees to rather longer research degrees, most notably the doctorate (DPhil). The History Faculty is committed to interdisciplinarity at both the undergraduate and the graduate level. It is one of the participating Faculties in the interdisciplinary MSt in Women's Studies.

Doctoral students are always supervised on their own. But the Faculty's staff:student ratio also allows graduate students on shorter courses to receive individual supervision, as well as teaching in small seminar groups. By tradition the Faculty has encouraged graduate students in all genres of degrees to pursue their own personal lines of thought and research. Although students undertaking research degrees (MLitt or DPhil) must follow an agreed programme of classes and seminars in their first year, the formal structuring of the training is not restrictive.

Further information about the History Faculty, its courses, and its members and their research interests may be found on the History website: <http://www.history.ox.ac.uk>.

## II COLLEGE DUTIES

**Academic.** The successful candidate will be expected to organise teaching, to teach undergraduates in tutorials and small classes in the papers for which he or she is responsible, and to share responsibility for the academic welfare of undergraduates in

the subject. Their College teaching stint will be 8 contact hours per week averaged over the three eight-week terms which constitute the academic teaching year. Two-thirds of the teaching stint will be for Brasenose and one-third for St John's College. In addition to these teaching responsibilities, the successful candidate will take part in the annual admissions procedure for the selection of new undergraduates at Brasenose.

It is expected that the person appointed will be willing to continue or make links with schools and, in particular, to play a part in Brasenose College's Open Days and other arranged visits from potential applicants.

**Pastoral.** The successful candidate will share responsibility for the care and welfare of the Colleges' History undergraduates. In addition, he/she will act as College Adviser to graduate students of Brasenose College reading for higher degrees in History and possibly other humanities subjects.

**Administrative.** Fellows of Brasenose are members of Governing Body and thereby trustees of the College as an educational charity. They are required to take part in the governance of the College through regular attendance at Governing Body meetings and participation as requested in academic and other committees supporting the Governing Body, also taking a fair turn in performing administrative offices when asked to do so by the College.

**Sabbatical leave.** A system of sabbatical leave operates both at College and at University level. Such leave allows a post-holder to pursue advanced research and/or to develop his/her teaching ability and experience. It is available subject to satisfactory replacement teaching being in place. In general, one term of sabbatical leave is available for each six terms of qualifying service.

### III FACULTY DUTIES

The duties of a Titular CUF lecturer are:

- (a) To engage in research
- (b) To undertake lecturing by negotiation with the Chair of the History Faculty (taking the normal Faculty teaching duties of a stipendiary CUF, i.e. 16 lectures or classes per year, as the model), and
- (c) From the fourth year, to be available to act as a member of Examining Boards

Since it is the expectation that Titular CUF posts will be converted to substantive CUF posts, the duties of a CUF lecturer are set out in Section V, with a clear indication as to those elements that apply equally to Titular CUFs.

#### ***Academic staff development***

The University wishes to encourage lecturing proficiency in a person who may in the future be required to assume the duties of a stipendiary university post which carries a formal obligation to lecture. Teaching proficiency is one of the factors which is taken into account when lecturers are considered for reappointment after the completion of their probationary tenure. The University has made arrangements under which lecturers in their initial period of office may take advantage of support in developing their teaching. A range of such support is provided, including:

- introductory sessions for new academic staff
- an adviser for new lecturers
- peer observation of teaching
- attendance at learning and teaching seminars
- one-to-one discussion with an educational development advisor or faculty teaching representative
- participation in the University's postgraduate diploma in learning and teaching
- self-study resources

#### **IV REMUNERATION AND OTHER ENTITLEMENTS**

##### ***Stipend***

The salary for the overall post of Tutorial Fellow at Brasenose and St John's and Titular University Lecturer (CUF) will be on a scale from £42,563 up to a maximum of £57,201 p.a. (as at 1 October 2010), as set out below. Also as set out below, on top of this a housing allowance of £7,480 p.a. is paid as taxable, pensionable income to Tutorial Fellows not living in College, making the salary scale from £50,043 to £64,681 per annum, including pensionable housing allowance.

Whilst the post is titular in nature, all the salary costs will be met by the Colleges. Once it ceases to be titular, the costs will be met by the Colleges and the University together, with the University paying the share of the costs as indicated in the standard CUF further particulars below. Different national pay spine points may then be adopted by the University and the Colleges.

<b>National pay spine point</b>	<b>Total salary £</b>	<b>College salary £</b>	<b>University salary £</b>
42	<b>42,563</b>	25,648	16,915
43	<b>43,840</b>	26,418	17,422
44	<b>45,155</b>	27,210	17,945
45	<b>46,510</b>	28,027	18,483
46	<b>47,905</b>	28,868	19,037
47	<b>49,342</b>	29,733	19,609
48	<b>50,822</b>	30,625	20,197
49	<b>52,347</b>	31,544	20,803
50	<b>53,918</b>	32,491	21,427
51	<b>55,535</b>	33,465	22,070
52	<b>57,201</b>	34,469	22,732

Candidates should note that the appointment involves two separate contracts, one with the University and one with the Colleges.

##### ***College benefits***

As a Fellow of Brasenose College, the post-holder would be entitled to the following in addition to his/her stipend on the above salary scale:

- Single-occupancy residential accommodation in College free of charge if available, or, if living in private accommodation, a housing allowance of £7,480 p.a. The housing allowance is paid as taxable, pensionable income.
- A mortgage assistance scheme to help Fellows buy houses in or near Oxford.. The College also has an equity sharing scheme for house purchase jointly by the Fellow and the College.
- Full USS (pension) benefits.
- A room in College for teaching
- Free lunches and dinners with the Senior Common Room throughout the year except when the kitchens are closed.
- Free health insurance for the Fellow and his or her family (this is a taxable benefit).
- A Research Allowance (Academic Budget) of up to £1,380 p.a. and a hospitality budget of £266 per annum for entertaining professional colleagues and students.

Those holding administrative appointments within Brasenose College may be eligible for additional payments and/or remission of some other duties.

### ***History Faculty benefits***

The History Faculty provides a robust and supportive framework within which to further research, including:

- Financial support for research travel, research assistance, and editorial help
- A standard sabbatical leave system, with the possibility of additional leave in special cases
- Peer mentoring and review of research plans and progress
- Research collaborations with other institutions, such as the Oxford-Princeton partnership, and a variety of ad hoc arrangements
- Energetic encouragement and support of externally-funded research projects, and for internal and interdisciplinary collaborations, through CEMBIH and MEHRC
- Support of, and engagement with, interdisciplinary teaching, such as within the M.St. in Modern British and European History
- A Research Development Officer to assist in the formulation of research plans and funding bids

The History Faculty enables all its postholders to request up to £500 per year for research expenses, and makes additional funds available for organising conferences in Oxford. Annual career development reviews identify those staff who may need extra support in achieving their research objectives, e.g. through relief from teaching or administrative burdens. Some postholders have been able to secure seed-corn funding for specific research projects from the University's Research Fund, which has enabled them then to obtain major external funding. In addition, the Faculty currently operates grant schemes for IT equipment, to which the post-holder will be eligible to apply, to supplement college provision as required.

The Titular CUF post-holder will be supported by a Faculty mentor, who will be available to give advice on all aspects of the position (other than those relating exclusively to the

Colleges). A separate Faculty assessor will also be assigned to the new post-holder; the assessor is asked to prepare an interim report to the Faculty Board after the first two years of the post-holder's service, and a final report after five years. If a stipendiary appointment becomes available after an individual has held the title for five years, and the final review is satisfactory, the university appointment will be renewed until the retiring age providing that evidence of lecturing competence is available, and on condition that the appointment will end if the college teaching post is terminated. See also "Standard university further particulars for the conferment of the title of CUF lecturer", clauses 7 (1), (2) and (3); and "Standard university further particulars for CUF lecturerships", clause 8 below.

## **V OTHER UNIVERSITY TERMS AND CONDITIONS OF SERVICE**

The following further particulars fall into two parts as a result of the post advertised being a Titular CUF. The first set below cover the post whilst it is titular, the second when it ceases to be titular and becomes, as is hoped, a substantive CUF.

### **Standard university further particulars for the conferment of the title of CUF lecturer**

1. The conferment of the title is subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time, as published from time to time in the University Gazette.
2. The title of university lecturer (CUF) may be conferred upon the holder of the college fellowship; the full stipend associated with such a lecturership will be met by the college. The title may at a later date (though with no commitment to do so) be converted into a stipendiary university post.
3. It is a condition of holding the title of CUF lecturer that the individual continues to hold the college teaching posts(s) in association with which the conferment of the title is advertised. In the event of the termination of the college teaching post(s), for whatever reason, the individual will automatically cease to hold the title on the same date as the college teaching post(s) end(s).
4. The conferment of the title will be for a period of five years in the first instance.
5. No university stipend is payable to the holder of the title of CUF lecturer. If during any period in which the title is held the University is able to fund a stipendiary CUF lecturership in conjunction with the college teaching post(s), the holder of the title will then be appointed to that lecturership forthwith and will be required to assume the full duties of a CUF lecturer at that point (the current standard further particulars for stipendiary CUF lecturerships are appended).
6. The duties of the holder of the title of CUF lecturer are to engage in advanced study or research. It is hoped that holders of the title will undertake some lecturing if asked to do so by the History faculty board. In the first three years of holding the title there will be no requirement to take part in university examining or the supervision of graduate students, but an obligation to do so will exist thereafter.
7. *Arrangements for periods of office where the title of university CUF lecturer is conferred on a college fellow*
  - (1) At the end of the first five-year period of holding the title it will be reconferred subject to a satisfactory review of the work undertaken, *for as long as the underlying college appointment lasts*, or for five years (if this is a shorter period) if no evidence of

- lecturing competence is available at the time of the review, and subject to the retirement provisions in the attached document.
- (2) If a stipendiary appointment becomes available after an individual has held the title for less than five years, the initial period of office for the stipendiary appointment will be five years less the period for which the title has been held. There will then be a review at the end of the initial period of office, as in (1) above: if this is satisfactory the university appointment will be renewed until the retiring age if evidence of lecturing competence is available, on condition that the appointment will end if the college teaching post is terminated.
  - (3) If a stipendiary appointment becomes available after an individual has held the title for more than five years, the stipendiary appointment will be conferred without an initial period of office if lecturing competence has been shown during the first five-year period. If it has not, then there will be an initial period of office of five years in the stipendiary post.
8. The conferment of the title will be subject to the satisfactory completion of a medical questionnaire.
  9. The University will meet relocation expenses in respect of those on whom the title is conferred as set out in the attached document.
  10. The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary criterion. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, racial group, disability, or sexual orientation.

Below for information are the standard university further particulars for CUF lecturerships. The provisions concerning the application procedure (1), remuneration for examining, graduate supervision and administration, and the college teaching obligation (7), membership of congregation (10), appraisal (12), relocation expenses (14) and nursery facilities (16) apply also for titular CUF lecturers.

#### ***Standard university further particulars for CUF lecturerships***

1. Applications for this post will be considered by a selection committee containing representatives from the Faculty of History and from Brasenose and St John's Colleges. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Humanities divisional board and the Governing Bodies of Brasenose and St John's on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing bodies, and a formal contractual offer has been made.
2. All appointments are subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time, as published from time to time in the University Gazette.
3. It is a condition of the appointment of a CUF lecturer that he or she continues to hold the college teaching post(s) in association with which the appointment to the CUF

lecturership is advertised. In the event of the termination of the college teaching post(s), for whatever reason, the appointment as a CUF lecturer shall itself automatically terminate on the same date as the college teaching posts(s).

4. The appointment will be for a period of five years in the first instance.

5. *Stipend*

The successful candidate will be appointed on the Oxford CUF lecturer scale (£16,915 - £22,732). Lecturers appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' salary review. Faculty boards may also, in wholly exceptional cases, propose the awarding within the scale of additional increments to lecturers at any time during their appointment. The combined college and university salary will be on a scale up to £57,201 (as at 1 October 2010) per annum.

6. *Pensions*

The successful candidate will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

7. *Duties*

The duties of a CUF lecturer are to engage in advanced study or research; to give, under the direction of the History faculty board, not less than 16 lectures or classes a year; and to take part in university examining and graduate supervision as and when requested. Additional remuneration is paid to those undertaking examining and graduate supervision. Those holding administrative appointments within the History Faculty may be eligible for additional payments.

The college teaching obligation will be eight hours per week. No formal limitation is placed on examining or other work, but it is expected that CUF lecturers will limit their total commitments, and colleges their demands on them, so that time will be available for advanced study or research.

8. *Reappointment and retirement*

On completion of the initial period of office, a CUF lecturer is eligible for reappointment to the retiring age (providing that he or she continues to hold the associated college post), subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to the retiring age, as is confirmation of satisfactory performance of college duties. The University's normal retirement date for lecturers is 30 September immediately preceding the 66th birthday, except that, if the successful candidate can establish vested rights, as defined in the University's statutes (details available on request) in retirement at age 67 or later, then the date of retirement will not normally be later than the 30 September immediately preceding the 68th birthday, provided that it is also possible under the statutes of the college to retire from the college appointment at this date. If it is not, then retirement will not normally be later than 30 September immediately preceding the 66th birthday.

9. *Sabbatical leave/dispensation from lecturing obligations*

The holder of a CUF lecturership is eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the college. No CUF lecturer may be dispensed from more than four courses of eight lectures or classes in any period of fourteen years, or from more than two courses in any period of three years.

10. *Membership of Congregation*

All CUF lecturers, with other members of the academic staff and certain senior academic-related staff, are normally members of Congregation, which is the University's ultimate governing body. Congregation's approval is required for all

university statutes or amendments to statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the main executive body (the Council of the University) and for members of a number of other university committees. Twenty or more members of Congregation may initiate the discussion by Congregation of matters of university policy, and any two members may ask questions about the policy or administration of the University. The person appointed to this post will receive fuller details soon after he or she takes up appointment.

11. *Intellectual property*

The Statutes and Regulations of the University record the extent of the University's claims to intellectual property, and the proportions in which exploitation revenues are shared with researchers. Copies of the relevant extracts are available on request.

12. *Appraisal*

All staff participate in the University's appraisal scheme which is currently under review.

13. *Medical questionnaire and the right to work in the UK*

The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/>.

14. *Relocation expenses*

The University will meet 40% of the costs of removal expenses and travelling expenses in connection with the move to Oxford of the successful candidate in appropriate cases, as well as a similar proportion of professional expenses of up to £6,500 in respect of solicitors' and other costs in connection with a move. Colleges will have their own provisions in respect of their share of the appointment. Further details are available on request.

15. *Maternity leave*

The University has generous maternity leave arrangements. Provided that they have at least 26 weeks' service with the University at the fifteenth week before the expected week of childbirth, women may take up to 26 weeks' leave on full pay, plus 13 weeks SMP, plus a further 13 weeks unpaid leave. Arrangements are available to enable a phased return to full duties, and for paternity leave. (University maternity leave will be taken in conjunction with college leave, colleges having their own provisions.) The University would consider applications from existing female staff wishing to return to work on a part-time basis after the birth of their child, and requests for flexible working arrangements, in consultation with the college concerned (which is the major employer).

16. *Nursery facilities*

The University has three subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. There is also a salary sacrifice scheme whereby parents with children at university nurseries are able to save on income tax and national insurance contributions, and a virtual voucher scheme for parents with children not at university nurseries whereby a saving is made on national insurance contributions. There is also a holiday playscheme for school-age children. Further information may be obtained from the childcare website ([www.admin.ox.ac.uk/eop/child](http://www.admin.ox.ac.uk/eop/child)) or by e-mailing [childcare@admin.ox.ac.uk](mailto:childcare@admin.ox.ac.uk), or writing to the Diversity and Equal Opportunities Unit, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.

17. *Equal Opportunities*

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability.

Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

18. *Data Protection*

All data supplied by applicants will be used only for the purposes of determining their suitability for the post<sup>1</sup> and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

## VI PROCEDURE FOR APPLICATION AND APPOINTMENT

**Informal contact.** If candidates wish to contact someone informally about the post, please contact Dr Abigail Green at Brasenose College by email: [abigail.green@bnc.ox.ac.uk](mailto:abigail.green@bnc.ox.ac.uk). Although Dr Green is currently on maternity leave she is happy to give any help or advice

**Selection Committee.** Applications for this post will be considered by a selection committee containing representatives from both the Faculty of History and Brasenose and St John's Colleges. The selection committee is responsible for conducting all aspects of the recruitment and selection process.

**Applications.** Your application should reach the College Secretary, Brasenose College not later than Friday 11 March 2011. (tel: 01865 277823; fax: 01865 277822; email: [college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk))  
Applications should comprise

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<sup>1</sup> But NB if the appointee to the post is a migrant sponsored under the UK's new points-based migration system, we are required to retain all applications for the duration of the sponsorship.

- a short covering letter setting out which subjects you could offer to teach for the Colleges, and which for the Faculty, and an indication of the specialist course(s) you might wish to develop.
- a brief description of teaching experience (no more than one side of A4);
- a statement of current and proposed research, including a list of publications (no more than 4 sides of A4);
- a curriculum vitae;
- a personal details form;
- and the names of three referees. Applicants should ask their referees to write directly to the College Secretary by the closing date of **Friday 11 March 2011**. Applicants are also requested to inform their referees that, under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked “**strictly confidential**”. This instruction must appear on the letter of reference itself and not just on the envelope in which the letter is contained. Referees should also be asked to note that even where a reference is marked “strictly confidential” it could still be disclosed to the subject of the reference if that subject so requested and the University’s Data Protection Officer deemed it appropriate. Applications should not be made by email.
- Candidates will also be requested to complete an equal opportunities form with their application. These forms are used for monitoring purposes and will not be seen by any members of the selection committee.

**Interviews** are expected to be held on Thursday 5 May (subject to confirmation).

Shortlisted candidates will be contacted after 21 March 2011 and asked to send in two chapter-length pieces or articles, whether published or unpublished. The interview process will comprise a mini-lecture and an interview.

**Offer.** The selection committee does not have the authority to make the final decision as to who should be appointed. The final decision will be made by the Humanities divisional board and the Governing Bodies of Brasenose and St John’s on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the Humanities Divisional Board and the Governing Bodies, and a formal contractual offer has been made.

The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note that under the UK’s new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English)

*and*

(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility>

Reasonable interview expenses will be reimbursed. Brasenose College will offer overnight accommodation, should this be required.

The Colleges' share of removal expenses and travelling expenses in connection with a move to Oxford of the successful candidate are generally paid in full in appropriate cases, with the University also paying its share as set out in section V above.

## **ANNEXE A**

### **The Tutorial Fellowship: General Template of Duties**

#### **I Introduction**

Tutorial Fellowships represent the College side of CUF (College and University funded) and most University lecturerships. Both forms of lecturerships are joint appointments i.e. appointees are selected and funded jointly by the College(s) concerned and the University. The Tutorial Fellowship is an unusual system in research-intensive universities. Its central feature is that scholars of major research reputation are attached to particular Colleges, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of undergraduates (characteristically able) in very small groups, and monitor their progress individually over the whole of their course. The Tutorial Fellowship thus holds a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the key features of this unusual role, and the general expectations that Colleges have of Tutorial Fellows whatever their allotted tutorial duties (stints) in return for the element of financial and other support (at whatever level) provided by Colleges.

#### **2 Research and academic standing**

The Colleges, equally concerned for the high academic status of Oxford, have the same interest as the University in seeking to appoint to Tutorial Fellowships scholars of actual or potential major research standing. In the case of joint appointments in the humanities and social sciences, the Colleges normally provide an appropriate research environment; for all joint appointments Colleges and the University jointly fund regular sabbatical research leave. The Colleges also have the same interest as the University in seeking to appoint outstanding researchers who are willing and able to engage in undergraduate and/or graduate teaching, student support and pastoral work, and administrative duties. These are key elements in being both a University Lecturer and a College Tutorial Fellow, and all need to be taken into account in making joint appointments.

#### **3 Teaching and tutorial responsibility**

Those appointed to Tutorial Fellowships are obliged to perform for the College or for the benefit of the College the stint of tutorial teaching specified in their contract or further particulars, under the supervision of each College's Senior Tutor. The timing of tutorials and the exact numbers in them are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice (e.g. intercollegiate teaching exchanges). Tutorial teaching is not the same as lecturing: the key element is advice and guidance on the regular production of written work, usually weekly (e.g. essay topics or problem sheets, reading lists); assessment and feedback on that written work through regular marking and/or oral comment; and (above all) appropriately directed intellectual interaction and creative dialogue with students. Appointees should have the human qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are normally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This normally covers the following duties:

- a) arrangement of tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another;
- b) pastoral care of undergraduates reading the subject in question;
- c) monitoring students' progress through termly written reports, collections (regular tests of performance), and/or assessment of vacation work;
- d) organisation of the admissions procedure for candidates applying to read the subject at the College, including interviewing and selecting students;
- e) writing references for students, and dispensing careers advice;
- f) appropriate liaison with College Officers;
- g) recommending and selecting books for their subject area in the College Library;
- h) delegation of responsibilities (a)-(g) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments, and should be easily contactable through their Colleges for the periods of Full Term; absences elsewhere for more than a day or two at a time during those periods should normally require consultation with and agreement from Colleges.

#### **4 Pastoral care of students**

The Oxford Colleges set great store on the strong pastoral support which their small communities provide for students. Here Tutorial Fellows play a key role: they will normally have responsibility for pastoral care for a defined group of undergraduates, and also act as College advisers to small groups of graduates in their general subject area. In such confidential pastoral work Fellows are typically aided by other College Officers, the Welfare Officer and by professionals such as medical advisers.

#### **5 College administration**

Oxford Colleges are self-governing communities with wide responsibilities. All Tutorial Fellows are members of College Governing Bodies, the sovereign bodies of Colleges. As such they are trustees as well as employees. Some of the College roles are commonly performed by appropriate professionals (e.g. Bursar, Senior Tutor), but in some other Colleges the roles of academic administration (e.g. Bursar, Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are performed by academic staff for agreed limited periods (usually of several years) in return for additional stipend or partial remission of tutorial teaching duties.<sup>2</sup> Tutorial Fellows are expected not only to take part in the government of the College but also to take a fair turn in performing such key offices when asked to do so by their Colleges. The normal expectation would be that every Tutorial Fellow would be willing to take on one of the key roles at some stage in their career, but not normally in their probationary period of the first five years.

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<sup>2</sup> At Brasenose College, the roles of Senior Tutor, Tutor for Admissions and Tutor for Graduate Admissions are performed by a full-time Senior Tutor, so these duties are no longer undertaken by academic staff.

## **6 The wider university**

The duties of a Tutorial Fellow, whether a CUF or a University Lecturer, are not confined to the College. All have an obligation to give University lectures, nearly all can expect to supervise graduate students, and all have a role in contributing to the research environment in their Faculty or Department. Furthermore, they have an obligation to contribute both to discussion and to the exercise of functions at Faculty, Sub-faculty and Departmental level: to participate in debates, for instance, on the syllabus in the light of their tutorial experience, and to revise their tutorial practice in the light of discussion with colleagues in other subjects. University examining is an important part of a tutorial fellow's duties. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

## ANNEXE B

### Academic appointments at Oxford

There are three main categories of academic post at Oxford: professorships, readerships, and lecturerships. Professorships and readerships form respectively about 11 per cent and 3 per cent of the posts on the academic establishment: the vast majority of initial academic appointments are therefore to lecturerships. As a result of cash-limited promotions exercises held between 1988 and 1994 a small number of staff hold *ad hominem* professorships or readerships. Under a new policy for the recognition of distinction, all academic staff are eligible to apply in annual exercises for the conferment of the title of reader or professor (with no change in duties or stipend).

Virtually all university academic posts at Oxford have a formal association with a college. For lecturers the nature of this association broadly determines which particular type of lecturership they hold. **University lecturerships** are found primarily, but not exclusively, in the sciences, and the majority are associated with a tutorial fellowship with a college, i.e. a college appointment which carries with it an obligation to undertake college teaching and other duties, and associated additional remuneration. University lecturers with tutorial fellowships receive, when they reach the top of the University and college salary scales, about 84 per cent of their overall basic stipend from the University, and 16 per cent from the college. University lecturers without tutorial fellowships have a *university* duty to give some college tutorial teaching: this duty usually begins at age 42 and is accompanied by additional university salary, there being a special scale for university lecturers without tutorial fellowships which is longer than that for other university lecturers. **CUF (Common University Fund), special (non-CUF), and Faculty lecturerships**, in the arts and social sciences, are always associated with college tutorial fellowships: at the top of the scales such lecturers receive roughly 40 per cent of their combined stipend from the University and 60 per cent from the college. **Titular** university, CUF and Faculty lecturerships may be advertised where the college will bear all of the combined costs of the appointment until such time as the University is able to fund its share and so make a substantive appointment.